ADVERT ID 263366

Secretary

St Georges NS

Naul Road Balbriggan Co Dublin Dublin K32KC95
https://stgeorgesns.com

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Mon Oct 19 2026
Application Closing Date:	Fri Oct 30 2026
Commencement Date:	Mon Nov 9 2026
Status of Post:	Permanent
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Church of Ireland
Total No. of Teaching Staff:	28
Current Enrolment:	330
Droichead school:	Yes

POST DETAILS

Additional Information:
St George's National School, Naul Road, Balbriggan, invites applications for the position of School Secretary.

We are an inclusive, multicultural primary school under Church of Ireland patronage. Our school secretary plays an important role at the heart of our community, providing a welcoming first point of contact for pupils, parents, staff and visitors.

We are seeking an organised, approachable and professional person who will work closely with the Principal, Deputy Principal and staff to support the smooth running of the school.

This is a full-time permanent position.

Salary will be paid in accordance with Department of Education and Youth Circular 0061/2026 and any subsequent revisions. Placement on the salary scale and recognition of previous service will be subject to Department rules. Other terms and conditions, including annual leave, will be in accordance with the applicable Department circulars.

Appointment will be subject to satisfactory references, Garda vetting and completion of the applicable pre-employment checks. A probationary period will apply in accordance with the contract of employment.

Main responsibilities

• Providing administrative and secretarial support to the Principal, Deputy Principal and school management.
• Dealing with pupils, parents, staff and visitors in a welcoming, courteous and professional

manner.
• Managing telephone calls, emails, correspondence and appointments.
• Maintaining accurate school records, databases and filing systems, including Aladdin, the Pupil Online Database (POD) and the Online Claims System (OLCS), as required and within authorised access arrangements.
• Supporting financial administration, including invoices, receipts, purchasing, payment preparation and financial reports, in accordance with school authorisation procedures and relevant Financial Support Services Unit (FSSU) guidance.
• Ordering and monitoring school and office supplies.
• Liaising with suppliers and service providers.
• Assisting with arrangements for school trips, transport, events and training.
• Handling sensitive information with discretion and maintaining confidentiality.
• Following school policies and procedures, particularly those relating to child safeguarding, health and safety, and GDPR/data protection.
• Carrying out other administrative duties appropriate to the role, as assigned by the Principal.

Essential skills and attributes

• Experience in office administration or a comparable administrative role.
• Excellent organisational skills, accuracy and attention to detail.
• Strong IT skills, including email, word processing and spreadsheets.
• Excellent written and verbal communication skills.
• Ability to prioritise tasks and manage a busy school office.
• Ability to use initiative and work independently and as part of a team.
• A calm, welcoming and respectful manner when dealing with children and adults.
• Discretion and an understanding of the importance of confidentiality.
• Willingness to undertake relevant training and learn new systems.
• Commitment to supporting the inclusive ethos of St George's National School.

Previous experience in a school office, familiarity with Aladdin, POD and OLCS, and experience in bookkeeping or financial administration are desirable.

The above duties are indicative and are not exhaustive.

Application procedure

Applications should be submitted by email only and should include:

• A letter of application outlining your suitability for the role.
• An up-to-date CV.
• Names, roles and contact details of two professional referees.
• Copies of relevant qualifications or certificates.

Please use "School Secretary Application" as the email subject line.

Shortlisting may apply. Only candidates shortlisted for interview will be contacted by email.

St George's National School is an equal opportunities employer.

It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

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County:	Dublin
Postal District:	County Dublin
Website:	https://stgeorgesns.com

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